

MESSAGE TO CORPORATION TEST COORDINATORS

April 2004

Dear Corporation Test Coordinator:

Thank you for participating in the Spring 2004 Indiana Core 40 End-of-Course Assessments. As you know, for the past two years Indiana has conducted statewide pilots of the Core 40 End-of-Course Assessments (ECAs) for Algebra I and English 11. Aligned with Indiana's Academic Standards, the ECAs are valuable tools for measuring what students know and are able to do and for ensuring the quality, consistency, and rigor of Core 40 courses across the state.

Spring 2004 will be the first operational administration of the ECAs for Algebra I and English 11. The results from the 2004 ECAs will serve as important indicators of school improvement. Schools must administer these assessments to all students enrolled in Algebra I and English 11 this spring in order to qualify for the top two school performance categories ("Exemplary Progress" and "Commendable Progress") under P.L. 221-1999.

Your corporation has opted to administer the pencil/paper version of one or both of these assessments. This manual will help with test administration in your corporation.

As the Corporation Test Coordinator, you will be the primary contact for all communication and materials regarding these assessments. All materials will be sent directly to you for distribution to your schools. Each school should designate a school test coordinator, or ECA manager, to help organize the materials at the school level.

These are secure tests. All test materials must be returned. Please use the same procedures you use for ISTEP+ security, including check-in/check-out procedures to account for materials during testing.

Please review the following information and share it with the appropriate individuals in your school corporation who will be involved in Core 40 End-of-Course Assessment administration.

We appreciate your assistance in administering the Indiana Core 40 End-of-Course Assessments.

Wes Bruce, Assistant Superintendent
Indiana Department of Education

CONTACTS AND TELEPHONE NUMBERS

This Corporation Test Coordinator Manual is intended to assist Corporation Test Coordinators with the Spring 2004 Indiana Core 40 End-of-Course Assessments for Algebra I and English 11.

A Teacher/Proctor Manual is also provided with the test materials to assist school personnel with the administration of these assessments.

For Core 40 End-of-Course Assessment related questions and general information:

Visit: www.doe.state.in.us/core40

Contact: Core 40 End-of-Course Assessment Coordinator Help Desk,
Indiana Department of Education

Phone: 317-232-9130

Email: eca@doe.state.in.us

For information related to test materials or to request additional test materials:

Contact: TASA

Phone: 877-776-8776 (Ask for Mike Woods)

To request pickup of test materials:

Contact: UPS

Phone: 1-800-742-5877

For more information on calling UPS, see the Shipping Materials section in this manual.

IMPORTANT DATES

April 14 - 26	Test materials delivered to corporations and nonpublic schools
May 3 - June 4	Schools administer Core 40 End-of-Course Assessments <i>Schools have selected a two-week window between May 3 and June 4 for local test administration. At the end of this selected test window, teachers score open-ended items, complete the Teacher Survey, and return all test materials and student answer sheets to their Corporation Test Coordinator for return to TASA/Indiana DOE.</i>
May 10 - June 11	Test materials picked up from Corporation Test Coordinators
June 11	Last day for UPS pickup of test materials from Corporation Test Coordinator

GENERAL INFORMATION

The Spring 2004 Core 40 End-of-Course Assessment administration includes Algebra 1 and English 11.

Schools were given two format options for participation:

- Online Administration/Online Scoring
- Paper and Pencil Administration/School Scoring

(Each school can administer only one test format for each content area for the entire student population.)

The Core 40 End-of-Course Assessments are accompanied by a *Teacher Survey* that is to be completed by all Algebra I and English 11 teachers participating in the assessment.

RECEIVING MATERIALS FOR DISTRIBUTION TO SCHOOLS

- Inventory all boxes against the school corporation packing list found in the 9 x 12 manila envelope labeled “Corporation Test Coordinator.” Verify that the number of boxes received per school matches the number listed on the school corporation packing list. If the box counts do not match the school corporation packing list, please immediately contact the **TASA/Indiana DOE Help Desk: 1-877-776-8776**. The manila envelope also contains the UPS R.S. labels for returning the test materials and the Corporation Test Coordinator Manual.

Note: Boxes are packed by school or testing site and delivered to the corporation for distribution to testing sites. It is not necessary to inventory the contents of these boxes at this time.

- Distribute boxes to the appropriate schools or testing sites.
- Advise all schools to immediately inventory all testing materials received against the school packing list, located in BOX 1, and determine whether sufficient quantities of materials have been received. Use the packing list for checking the inventory.
- Schools should contact the Corporation Test Coordinator at once if the material inventory does not match the school packing list or if the quantities of materials are not sufficient.
- Corporation Test Coordinators should call the TASA/Indiana DOE Help Desk to request additional materials. **TASA/Indiana DOE Help Desk: 1-877-776-8776**

PACKAGING MATERIALS FOR RETURN

AT THE SCHOOL

After open-ended items have been scored and recorded on individual student tear-off answer sheets, **Teachers/Proctors should:**

- Stack all answer sheets in alphabetical order by student last name. Keep each class separate.
- Place a **completed** *Teacher Identification Sheet* on top of each stack of answer sheets and place in a *Scoring Services Envelope*. There should be a separate *Teacher Identification Sheet* and *Scoring Services Envelope* for each class.
- Stack used test booklets in alphabetical order by student last name. Keep each class separate. Stack unused booklets separately.
- Place the *Scoring Services Envelopes* on top of the stacks of test booklets and return together to the School ECA Manager.
- Also return the *Scoring Guide* and **completed** *Teacher Survey* to the School ECA Manager.

School ECA Managers should:

- Collect *Scoring Services Envelopes* and stacks of used and unused test booklets from teachers.
- Place all test booklets on the bottom of the box(es) in which the materials were originally received. Used and unused booklets should be separated.
- Place the *Scoring Services Envelopes* on top of the test booklets.
- Place *Scoring Guides* on top of the *Scoring Services Envelopes*.
- Place a **completed** *School Identification Sheet* on top of the *Scoring Guides*.
- Collect *Teacher Surveys* and place in the envelope labeled *Teacher Surveys*. Place this envelope in box.
- Make arrangements with the Corporation Test Coordinator to return all of the school's test materials at one time.

AT THE CORPORATION

Preparing Materials for Shipment:

Materials (used and unused) should be received from the schools in the original boxes in which they were distributed. These original boxes should be used to return shipments to TASA.

The box from each school should include:

- Used and unused test booklets, in separate stacks
- *Scoring Services Envelopes* containing answer sheets (in alphabetical order by student last name) and **completed** *Teacher Identification Sheets*. A paper band should be placed around the stack of *Scoring Services Envelopes* from each school.
- *Scoring Guides*, bundled together
- *Teacher Survey Envelope*
- One **completed** *School Identification Sheet*

Place one **completed** orange *Corporation ID Sheet* on top of the materials in the first or “1 of X” box.

In each box, if there is any open space between the materials and the top of the box, fill it with paper packing so the box does not collapse and damage the assessment materials during shipment.

Shipping Materials:

- Locate your prepaid R.S. UPS label(s).
- Seal the box or boxes with packing tape.
- Verify the pre-printed number of boxes to be returned on the upper right-hand corner of the label(s) and correct if necessary. If you have more than one box, the labels should read “1 of X,” “2 of X,” and so forth. Again, be sure the orange *Corporation ID Sheet* is on top of the materials in the “1 of X” box.
- Verify the information on the upper left corner of the label. If it is incorrect, correct it manually. If you use this label, the contractor will cover shipping costs. If not, the Corporation will incur the cost of shipping.
- Peel off the backing and affix the label(s) to the original shipping box or boxes. Use one label for each box being returned.
- Before shipment, write down the tracking number – or make a copy of the label – and keep it in a safe, easily-remembered place. (We have included a space for the tracking number on the bottom of this page for this purpose.) The tracking number can be found in-between the two bar codes.
- Give the box or boxes to your regular UPS driver. If your site does not have a scheduled UPS pickup, drop the box off at the nearest UPS pickup site or call UPS for pickup at 1-800-742-5877.

UPS Tracking Number(s): _____